



Email:
nvmessagebd@state.nv.us
Website:
<http://massagetherapy.nv.gov>

**Nevada State Board
of Massage Therapists**
1755 E. Plumb Lane Suite 252
Reno, NV 89502
Phone (775) 687-9955
Fax (775) 786-4264

Office Clerk I (Unclassified)

Location: Reno

Hourly Wage: \$10.00 to \$12.00

General Summary:

Support of Administrative Staff of day to day operation of office.

Essential Job Functions:

Checking voice message and return calls, opening and distributing mail

Process Application and Renewal Forms as instructed, check faxes throughout the day

Interprets, communicates, and exercises policies and procedures and operations within the office

Locates and compiles information and formats reports, records, and other sources of information

Operates personal computer to access e-mail and other basic office support software

Uses various software applications, such as spreadsheets, databases, manipulate and/or format data and/or reports.

Assist with office supply order and office inventory when needed.

Scope of Responsibility:

Knows the Nevada Revised Statutes (NRS) governing 640C, standards, policies and procedures and daily functions within the office.

Communication:

Exchanges non-routine information using tact; using good oral and written communication skills.

Minimum Qualifications:

Two years of related experience preferred. Additional education may be substituted for years of work experience.

To Apply:

Mail resume' to:

NSBMT

Attn: Lisa Cooper

1755 E. Plumb Lane Suite 252

Reno, NV 89502

Or

Email to locooper@lmt.nv.gov

Position will remain open until filled